

HC file A-2018-001646/cd - CLARIFICATION REQUIRED

David, Christina (HC/SC) <[christina.david@canada.ca](mailto:christina.david@canada.ca)>

Wed 2019-02-20 10:25 AM

**To:** Devon Platana <DevonPlatana@cmail.carleton.ca>

Dear Mr. Platana:

This is to acknowledge receipt of your request made under the *Access to Information Act* (the Act) for the following information:

**Records regarding the discussion concerning the legalization of cannabis edibles from September 1, 2018 to the present day, including but not limited to briefing notes. I am not interested in emails or cabinet confidences.**

Your request and application fee were received by our office on February 14, 2019, however, we are unable to proceed with your request as stated. Clarification is required in order that we may determine whether Health Canada has records relevant to your request. We have tried by telephone to discuss your request, but have received no response to our voice message.

In order to process your file, we need to clarify it a little. A request this broad is very difficult to process, so we generally ask the following questions when clarifying a request:

- What do you mean by “records” and “including but not limited to”? Including that wording in a request text is difficult because it doesn’t put a fine enough point on what we are asking the program to retrieve for us. We need to specify exactly what types of documents we want them to retrieve.
- What level of briefing notes are you looking for? Director General/Assistant Deputy Minister/Deputy Minister/Minister?

If you are specifically looking for briefing notes to the Minister, a more clearly worded request would be as follows:

**“A copy of all briefing notes to the Minister related to the legalization of cannabis edibles from 2018-09-01 to 2019-02-14. Please exclude emails and potential cabinet confidences.”**

We do require written permission to change the request, and you have a 30 day window in which to respond.

Let me know if you have any questions, or if you'd like more guidance on how to word your request. I'm here to help 😊

The processing of your request will start upon receipt of the required clarification. In the meantime, your request will be put on hold. Should we not hear from you by **March 22, 2019**, we will consider your request abandoned and the file will be closed.

Please contact the undersigned either by phone at (343) 998-1894, by email at [christina.david@canada.ca](mailto:christina.david@canada.ca) or by fax at (613) 941-4541, with reference to our file number cited above. In the event that our program officials require clarification of your request in order to properly identify the relevant records, you will be contacted by us.

Health Canada is committed to assist you with your request and will ensure that every reasonable effort is made to help you receive a complete, accurate and timely response. More information about the Principles for Assisting Applicants is available at:

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=18310#appC>

Please be advised that you are entitled to complain to the Office of the Information Commissioner of Canada concerning the processing of your request within 60 days of the receipt of this notice. In the event you decide to avail yourself of this right, your notice of complaint can be made online at: <http://www.oic-ci.gc.ca/eng/lc-cj-logde-complaint-deposer-plainte.aspx> or by mail to:

Office of the Information Commissioner of Canada  
30 Victoria Street  
Gatineau, Quebec K1A 1H3

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Once you have created your EPOST Connect account, we ask that you inform our office by email at: [hc.atip-aiprp.sc@canada.ca](mailto:hc.atip-aiprp.sc@canada.ca)

Thanks,

-C

Christina David

ATIP Analyst / Corporate Services Branch  
Access to Information and Privacy  
Health Canada and Public Health Agency of Canada / Government of Canada  
[christina.david@canada.ca](mailto:christina.david@canada.ca) / Tel: (343) 998-1894 / TTY: 1-800-465-7735 / Fax: (613) 941-4541

Analyste de l'AIPRP / Direction générale des services de gestion  
Accès à l'information et protection des renseignements personnels  
Santé Canada et Agence de la santé publique du Canada / Gouvernement du Canada  
[christina.david@canada.ca](mailto:christina.david@canada.ca) / Tél : (343) 998-1894 / ATS : 1-800-465-7735 / Télécopieur : (613) 941-4541



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- 2) send us an email at [hc.atip-aiprp.sc@canada.ca](mailto:hc.atip-aiprp.sc@canada.ca) to let us know that you wish to receive a response to your request through the epost Connect interface. Please include the email address linked to your epost account and reference the request number in your response.

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